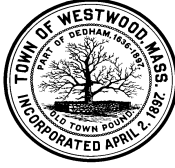


TOWN OF WESTWOOD

COMMONWEALTH OF MASSACHUSETTS

HUMAN RESOURCES DEPARTMENT

Mary Beth Bernard
Human Resources Director
(781) 320-1028



Barbara Moore
Benefits Coordinator
(781) 320-1025

FAX (781) 320-1067

APPLICATION FOR EMPLOYMENT

The Town of Westwood considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT NEATLY IN INK)

Position(s) applied for _____ Date _____

How did you learn of this position?

☐ Friend or Relative ☐ Newspaper ☐ Website ☐ Other _____

Date you are available to start _____

PERSONAL INFORMATION:

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Home Number ()		Cell Number ()		Social Security Number (voluntary)	

Are you 18 years or older?.....☐ Yes ☐ No

Are you legally authorized to work in the United States?.....☐ Yes ☐ No

Federal Law requires submittal of satisfactory proof of identity and employment eligibility (Passport, Valid Driver's License, Birth Certificate, etc.) Failure to submit such proof will result in ineligibility for employment with the Town of Westwood.

Are you currently employed? ☐ Yes ☐ No
 May we contact your current employer?..... ☐ Yes ☐ No

Have you even been employed by the Town of Westwood? ☐ Yes ☐ No
 If Yes, when and in what capacity? _____
 If Yes, reason for leaving? _____

Do any of your friends or relatives, other than spouse, work here? ☐ Yes ☐ No
 If Yes, state name, relationship and work location: _____

Criminal Record

An applicant for employment with a sealed record on file with the Commissioner of Probation may answer “no record” with respect to any inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer “no record” with respect to any inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer “no record” with respect to any inquiry herein relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

Have you ever been convicted of a felony? ☐ Yes ☐ No
 If Yes, please give date, place or court, and charge: _____

Have you ever been convicted of a misdemeanor within the last five years?..... ☐ Yes ☐ No
Note: *You may omit first convictions of drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace, or any other misdemeanor conviction occurring more than five years ago, unless you have been convicted of any other offense within the last five years.*
 If Yes, please give date, place or court, and charge: _____

SPECIAL SKILL:

Specialized Training	
Special Equipment	
Professional Licenses	
Professional Memberships	
Computer Software	
Other	

EDUCATION:

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETED	DIPLOMA / DEGREE
HIGH SCHOOL				
UNDERGRAD. COLLEGE				
GRADUATE / PROFESSIONAL				
OTHER (SPECIFY)				

EMPLOYMENT HISTORY:

Start with your present or last job held and provide the following information. You may include any verified work performed on a voluntary basis.

*If self employed, provide firm name and business reference. Attach additional sheets if necessary.

1. Employer's Name: _____

Employer's Address: _____

Job Title: _____ From: _____ To: _____

Work Performed: _____

Reason for Leaving: _____

2. Employer's Name: _____

Employer's Address: _____

Job Title: _____ From: _____ To: _____

Work Performed: _____

Reason for Leaving: _____

3. Employer's Name: _____

Employer's Address: _____

Job Title: _____ From: _____ To: _____

Work Performed: _____

Reason for Leaving: _____

REFERENCES:

Please provide professional and/or business references only.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT:

I CERTIFY that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my immediate dismissal if discovered at a later date.

I AUTHORIZE the investigation of any or all statements contained in this application and also authorize any person, school, current employer (except as previously noted), past employers and organizations to respond to inquiries from the Town of Westwood and hereby release them from any legal liabilities in making such responses. I understand that I may be asked to execute a separate authorization for release of information.

I UNDERSTAND that if I am extended an offer of employment it may be contingent upon my successfully passing a complete pre-employment medical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I UNDERSTAND I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post employment drug screen as a condition of employment, if required.

I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT, EXCEPT TO THE EXTENT THAT AN APPLICABLE COLLECTIVE BARGAINING AGREEMENT PROVIDES OTHERWISE, I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.

Applicant's Signature: _____

Date: _____

**It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.*